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UNITED STATES ARMY SOLDIER SUPPORT INSTITUTE

Review a Completed NCOER

Practice Exercise

**Review a Noncommissioned Officer
Evaluation Report (NCO-ER)**

PRACTICE EXERCISE

OBJECTIVE: This practice exercise is designed to measure your ability to review noncommissioned officer evaluation reports for accuracy and completeness.

MATERIALS REQUIRED:

- a. Student Extract
- b. Practice Exercise Supplement
- c. Standard office supplies and equipment

SPECIAL INSTRUCTIONS:

- a. This material **is** testable. You **will not** be allowed to use this practice exercise on the examination.
- b. This PE contains questions 1 through 15. You will have one class period (50 minutes) to complete this practice exercise. Count and check each section of the PE now. If you are missing a question or a portion of it is illegible, obtain a new PE booklet from your instructor.
- c. All questions have only one correct answer. Make all responses clear and legible. Read each question carefully but move on so that all questions may be answered in the time allotted. If you make a mistake or if you have to change an answer, erase completely and then mark your correct answer.

SITUATION:

- a. You are the supervisor of the NCO Evaluation Reports Section within the Personnel Service Battalion.
- b. Your PSB supports the 55th Infantry Division, who belongs to the United States Forces Command (FORSCOM).
- c. Your PSB code is FA22.

REQUIREMENTS:

Read each question or situation carefully and select only one answer based on the information provided. Use the PE supplement as required.

SPECIAL INSTRUCTIONS: For questions 1 through 5 refer to figures 1 and 2 in the PE supplement.

SITUATION: SGT Martin, Douglas E. departed on PCS leave 19 March 2004. His previous NCO-ER covered a reporting period of 2002 08 through 2003 07. SSG Alston has been his rater and SFC Thomas has been his senior rater throughout the entire rating period. During his current reporting period he was TDY for 14 days and also took 14 days of ordinary leave.

1. What errors, if any, are found in part I, blocks a through g?

1. None.
2. Block a, name, is incorrect.
3. Block c, rank, is incorrect.
4. Block g, reason for submission, is incorrect.

2. What errors, if any, are found in part I, blocks h through j?

1. None.
2. It should be:

h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES
FROM YYYY MM	THRU YYYY MM		
2003 08	2004 03	8	I

3. It should be:

h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES
FROM YYYY MM	THRU YYYY MM		
2003 08	2004 03	8	

4. It should be:

h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES
FROM YYYY MM	THRU YYYY MM		
2003 08	2004 03	8	I, T

3. What errors, if any, are found in Part II?

1. None.
2. Rater's portion is incorrect.
3. Senior rater's portion is incorrect.
4. Reviewer's portion is incorrect.

4. What errors, if any, are found in Parts IVb through IVf?

1. None.
2. Bullet comments are unauthorized.
3. Mandatory bullet comments are missing.
4. Bullet comments are incorrectly entered.

5. What errors, if any, are found in Part V?

1. None.
2. Bullet comments are unauthorized.
3. Mandatory bullet comments are missing.
4. Bullet comments are incorrectly entered.

SPECIAL INSTRUCTIONS: For questions 6-10 refer to figures 3 and 4 in the PE supplement.

SITUATION: SSG Baxter, Sheila C. is being relieved from her duties effective 16 March 2004, as the NCOIC, Inprocessing, 55th Infantry Division (MECH). The relief has been directed by 1SG Walters her senior rater. Her previous NCO-ER covered the period of 2003 02 through 2003 11. During this rating period she was AWOL for 4 days and then returned to military control where she was confined in the Installation Detention Facility for a period of 12 days.

6. What errors, if any, are found in part I, blocks a through g?

1. None.
2. Block a, name, is incorrect.
3. Block c, PMOSC, is incorrect.
4. Block g, reason code for submission, is incorrect.

7. What errors, if any, are found in part I, blocks h through j?

1. None
2. It should be:

h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES
FROM YYYY MM	THRU YYYY MM		
2003 12	2004 03	3	C

3. It should be:

h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES
FROM YYYY MM	THRU YYYY MM		
2003 12	2004 03	3	A, C

4. It should be:

h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES
FROM YYYY MM	THRU YYYY MM		
2003 12	2004 03	3	A

8. What errors, if any, are found in Part II?

1. None.
2. Rater's portion is incorrect.
3. Senior rater's portion is incorrect.
4. Reviewer's portion is incorrect.

9. What errors, if any, are found in Part III, blocks a through c?

1. None.
2. Block a, Principal duty title, is incorrect.
3. Block b, Duty MOSC, is incorrect.
4. Block c, daily duties and scope, is incorrect.

10. What errors, if any, are found in Part III, blocks d through f?

1. None.
2. Block d, areas of special emphasis, is incorrect.
3. Block e, appointed duties, is incorrect.
4. Block f, counseling dates, are incorrect.

11. What errors, if any, are found in Part IVb through IVf?

1. None.
2. Bullet comments are unauthorized.
3. Mandatory bullet comments are missing.
4. Bullet comments are incorrectly entered.

12. What errors, if any, are found in Part Va through Ve?

1. None.
2. Bullet comments are unauthorized.
3. Mandatory bullet comments are missing.
4. Bullet comments are incorrectly entered.

SITUATION: SSG Young's NCOER period is from 2003 11 through 2004 03. He was on ordinary leave beginning 15 December 2003 through 9 January 2004 and returned to work on 10 January. SSG Young also was TDY for 22 days during this rating period.

13. Reference the above situation. Your clerk has determined that the number of rated months on the NCOER should be 5. Is your clerk correct?

1. Yes.
2. No, the number of rated months should be 3 months.
3. No, the number of rated months should be 4 months.
4. No, the number of rated months should be 6 months.

SITUATION: A soldier departs on Permanent Change of Station (PCS) on 20 August 2004 and is taking 35 days of leave and 10 days permissive TDY. The soldier's report month at her next duty assignment is October 2004.

14. Reference the above situation. Your clerk has determined that the ending month of the report should be 2004 08. Is your clerk correct?

1. Yes.
2. No, the ending month of the report should be 2004 07.
3. No, the ending month of the report should be 2004 09.
4. No, the ending month of the report should be 2004 10.

SITUATION: SSG Reed is getting out of the Army. His ETS date is 29 June 2004. His previous report covered the period from 2003 05 to 2004 04. SSG Reed is not taking any leave before leaving the military.

15. Reference the above situation. Your clerk has determined that SSG Reed does not have sufficient rated time to receive an NCOER. Is your clerk correct?

1. Yes.
2. No, SSG Reed should receive a Complete-the-Record NCOER (only).
3. No, SSG Reed should receive a Change-of-Rater NCOER (only).
4. No, SSG Reed should receive either a Change-of-Rater or Complete-the-Record, which is at the discretion of the rater.